

UNITED STATES CIVIL SERVICE COMMISSION
Office of the Executive Director
Interagency Advisory Group
1900 E Street, N.W.
Washington, D.C. 20415

PC

Minutes of the January 30, 1976, Meeting of the
Committee on Federal Personnel Management Information Systems

Dr. Philip A. D. Schneider, Chairman of the IAG Committee on Federal Personnel Management Information Systems (FPMIS), opened the meeting by asking that persons attending this session for the first time introduce themselves to the membership. They were as follows: Michael T. Horkan, Justice Department; Donna Beecher, Housing and Urban Development Department; Mary Ann Gwiazdowski, Department of State; Donald G. Dybas, Federal Power Commission; Betty S. Gilliam, Department of Health, Education, and Welfare; Kathryn W. Grough, Defense Supply Agency; and James R. Poole, Director of Student and Public Programs Information, Civil Service Commission.

Dr. Schneider described the status of MSD/MSMD Contact List. An updated Contact list in the Manpower Statistics Division and Manpower Systems Management Division is being prepared and will be mailed out as soon as possible.

In response to questions by Program Officers in the Commission and regional offices, regarding what extent things said and done in IAG meetings are Commission policy, Dr. Schneider pointed out that these meetings are a forum used to interpret policy and to extend policy where it has not been explicitly stated before. Dr. Schneider stated that what is said in these meetings is not a substitute for FPM issuances which represent the formal policy statement of the Commission. Agencies can plan action based on what is said here in this Committee, but in terms of writing regulations or transmitting other procedures formally, Dr. Schneider advised that members wait until formal issuances come out of the Commission in the form of FPM Letters or Bulletins. But generally speaking, what is said at IAG meeting is a firm basis for agency actions.

Also discussed briefly was the status of the Uniform Guidelines. Copy of a memo from Clinton Smith, Vice Chairman of the IAG, regarding the Guidelines as well as an analysis paper was sent to all members and several responses have been received. The substance of these comments were sent to the Task Force which is finalizing the Commission's comments. No decisions reached as yet.

Dr. Schneider presented a brief report on current activities with regard to the Privacy Act. He read a draft routine use statement which will go into the Federal Register very soon. It is an addition to the routine uses already there for the General Personnel Record System, CSC/Govt-3. This statement sanctions the transfer of the necessary information Federal employee labor unions need to discharge their responsibilities under Executive Order 11491 as amended. A copy of the proposed routine use statement will be sent to all members of the IAG when formally approved for public comment by the Commissioners. Comments are solicited regarding what, if anything, needs to be added to this routine use statement.

An FPM Letter is being prepared as a follow-up to the routine use statement regarding the transfer of the minimally necessary amount of information. The letter, being drafted jointly by OLMR and BMIS, will spell out in much more detail exactly what should and should not be given out; it will come out in the Labor series of the FPM rather than the 290 series. This FPM Letter will be available within the 30-day comment period for the previously discussed routine use statement. Members of the IAG will be sent copies for comments, and at the same time the labor unions will receive copies for comment also.

A question was raised regarding whether the FPM Letter will be quite specific and whether there will be any discretion left to individual agencies. In response, Dr. Schneider stated that there will be some room for agency discretion and that flexibility and balance will be allowed in making decisions in the agency's own environment. Regarding CSC/Govt-3, General Personnel Records, Dr. Schneider noted that not everything that may physically reside in the OPF is covered under CSC/Govt-3. Agencies were reminded that some of the things being filed in the OPF may not be covered by any system notice and that the notice for CSC/Govt-3 did not explicitly list the "OPF" but rather its mandated contents. This is important because it appears that some agencies are under the impression that the physical location of documents determines which system of records they are in for public notice purposes. It was suggested that the members look at everything covered by CSC/Govt-3 in the notice published on August 27 and amended on November 21, 1975, with a view toward publishing any needed agency notices to cover supplemental materials placed in the OPF.

Finally, the draft FPM Letter 297 on privacy act implementation will not be available for several months, but in the meantime direct all questions to the appropriate privacy act point of contact at the Civil Service Commission.

Ray Terrill gave a report of the status of the FPM 296-31 questionnaire, with special emphasis on the PAC and problems of personnel processing in the agencies. The responses have been excellent, but, although the deadline was December 24, 1975, he still has not received them from some agencies. Mr. Terrill stated that the Commission will act on all suggestions and provide written responses to everyone who provided input to the Commission. All questions regarding the FPM 296-31 questionnaire are to be directed to Ray Terrill at 254-8033. Mr. Terrill also noted that copies of the forms or questions that the Commission has been using in the FPMIS requirements justification were available.

Dr. Schneider took this opportunity to remind all members that this is a perfect example of the importance of agency input in the form of responses or comments from questionnaires. Questions levied on proposed users of information here in the Commission is one way to insert discipline in an objective way of what data requirements are to be placed on agencies to provide information to the Civil Service Commission.

Mr. Ron Trueworthy handed out a memo regarding a suggestion received by the Commission on Automated Pay Tables, and asked the Committee to read and give uses, if any, of such a table if it were made available to them.

Mr. J. Poole gave a brief background statement on the Summer Aide and Stay-In-School Employment program and some problem areas:

- (1) Should the pay plan be changed to GS when a certain level of competence and work is performed?
- (2) Since there is no competitive authority involved should there be some certification on the part of a soliciting official as to why he is making appointment at GS rate?
- (3) What about current ceiling counts?
- (4) Since there are special allotments of manpower spaces to support these programs, there has to be some form of identification. What should it be?
- (5) How to promote, reassign, or administratively increase the pay of these individuals when appropriate?

- (6) Tremendous amount of hours and money involved in revamping the entire system if the codes YV, YW, WW, and GW now presently being used were to be changed or abolished?
- (7) Should the FPM be changed to reflect occupational series or function, but not the pay plan?
- (8) How is the personnel action handled on the form 50?

A proposed set of FPM issuances to deal with these questions was passed out. Dr. Schneider urged all members to provide comments, particularly on question 6, as soon as possible, but no later than the end of February.

In keeping with the plan to have agencies share experiences on Personnel Information Processing, Dr. Schneider introduced Ms. Dorothy Osborne of HEW. There was then a presentation by Ms. Jean Woodard, Mr. J. Frazier, and Mr. C. Rice on the step-by-step process involved in setting up their present system - the Terminal Data Collection Service - in HEW. This briefing, the first in a series by agency members, was very well received and provided many insights to possible improvements in other agency systems. There is a planned training program to show how to operate the system now in effect at HEW. The 11-day session is scheduled for February 22 through March 11, 1976, at the Sheraton Patriot Inn, Williamsburg, Virginia. Anyone interested in seeing the HEW system in operation may contact Mr. J. Frazier at 245-2083.

Attendance

Schneider, Phil (CSC) (Chairman)
Anson, Susan (CPSC)
Beecher, Donna (HUD)
Berusi, Martin (CSC)
Bolton, James P. (CSA)
Bradley, Kenneth W. (USDA)
Burdge, Barbara (HEW)
Byers, Ronnie (CSC)
Carolan, Philip E. (Treasury)
Christensen, Dorothy (VA)
Conby, James L., Jr. (SSS)
Crotty, T.R. (CSC)
Dietrich, Robert (ICC)
Duggan, John F. (NASA)
Dunleavy, Linda (OSD)
Dybas, Donald G. (FPC)
Ethridge, Mary EIB)
Fagg, Duane (Navy)
Ford, Joe (DA)
France, Anita (Commerce)
Frazier, Jim (HEW)
Fritsch, Susanne E. (FCA)
Funk, David C. (Transportation)
Gabirel, Ron (GSA)
Gibson, Ernestine (FHLBB)
Gilliam, Betty (HEW)
Gough, Kathryn W. (DSA)
Gray, Evelyn H (Commerce)
Grysavage, Ed (CSC)
Gwiazdowski, Mary Ann (State)
Hale, Robert L. (CSC)
Harris, Gladys W. (Smithsonian)
Hohlweg, Fred W. (CSC)
Horkan, Michael T. (Justice)

Jackson, Claudette (Labor)
Marsh, Dick (AID)
Martineau, John Richard (DPA)
McFarland, C. D. (CSC)
Mooers, Richard (ICC)
Osborne, Dorothy (HEW)
Pierce, Jacqueline (CSC)
Poole, James R. (CSC)
Rice, C. (HEW)
Ridgeway, Nancy (Army)
Ring, Joan (USSAH)
Rivera, James R. (DSA)
Row, Charles R. (NSF)
Shurman, Roy (CSC)
Smith, Catherine (CSC)
Smith, Wanda (Interior)
Snodgrass, Dorothy (Navy)
Souddress, Joe G. (Air Force)
Squier, Dan (Interior)
Terrill, Ray (CSC)
Terry, Cynthia B. (FCA)
Thomas, James L. (CSA)
Thompson, Arthur (CSA)
Thompson, David W. (NASA)
Thompson, Sue (CSC)
Tresidder, Dale W. (VA)
Trueworthy, Ron (CSC)
Velott, Pete (State)
Waltermire, Kathy (DSA)
Woodard, Jean (HEW)